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C A R E E R   O P P O R T U N I T Y

U.S. DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

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ANNOUNCEMENT NO:	04-03	**DATE:** June 18, 2004
NO. OF VACANCIES:	ONE	**SUBMIT APPLICATIONS TO:**
POSITION TITLE:	Intake Clerk	Clerk's Office**,** U.S. District Court
CLOSING DATE	July 9, 2004	167 N Main, Rm. 242
DUTY STATION:	Memphis, TN	Memphis, TN 38103
		www.tnwd.uscourts.gov

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NOTICE OF VACANCY

***POSITION OVERVIEW*:** Performs all duties associated with the case opening, receipt, examination, acceptance, filing, and distribution of all pleadings relating to the jurisdiction of the court. Issues civil processes such as summonses, subpoenas, writs of attachment, writs of garnishment, writs of execution, abstracts, and the like. Verifies whether a valid judgment is on file and whether it is satisfied; issues summonses for defendants when requested by the United States Attorney or directed by the court; coordinates attorneys admission to practice; collects fees for commencing civil actions, appeals, attorney admissions, performing searches, indexing copy work and any other services for which the Judicial Conference of the United States has established fees be assessed. The incumbent is a highly visible public resource to whom attorneys, litigants, and the general public routinely look for court and case information over the courter, by telephone, and by letter. Because of frequency of contact with the bar and public, this position demands professional demeanor, maturity, discipline, a strong service orientation, tact, and humor. Performs other duties as assigned.

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Q U A L I F I C A T I O N S

Classification Level	Education	Years Of Experience		Salary
		General	Specialized	
CL 23	High School (College Degree Preferred)	2	0	$26,444

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NOTE: Court Personnel System (CPS) Level 23/1 is the minimum entry level for this position. One year of the required specialized experience must have been at, or equivalent to, the second lower grade in the federal service.

***APPRENTICESHIP*: This is an "AT WILL" appointment. Appointee is subject to ONE year apprenticeship. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.**

PERSONAL INTERACTIONS: The incumbent has daily contacts with court personnel, outside attorneys and the general public for the purposes of exchanging information, providing information and advising on proper procedures.

GENERAL EXPERIENCE: Responsible clerical or administrative experience which provided a knowledge of general office practices such as filing, typing, telephone usage, record keeping, sorting and mail distribution. Experience using computers and computer applications, e.g., word processing, and familiarity with cashier practices are required.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level in accredited institutions may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of the requirements for a bachelor's degree from an accredited college or university may, in certain instances, be substituted for one year's specialized experience.

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The United States District Court for the Western District of Tennessee is a federal trial court with jurisdiction over 22 counties in the western part of the state, all but two of which are located between the Tennessee and the Mississippi Rivers. The district is divided into two divisions; the Western Division, located in Memphis, the District's headquarters, and the Eastern Division, located in Jackson, Tennessee.

Employment in the federal judiciary offers benefits to full-time employees which include:
- 10 paid holidays per year
- generous vacation time, depending on length of service
- paid sick leave
- medical and life insurance options
- retirement

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INTERESTED PARTIES SHOULD SUBMIT RESUMES TO THE PERSONNEL SPECIALIST PRIOR TO CLOSE OF BUSINESS OF THE CLOSING DATE FOR CONSIDERATION. SUCCESSFUL APPLICANTS ARE SUBJECT TO NCIC RECORDS CHECKS.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER